



Republic of the Philippines  
**Department of Education**  
Region IV-A (CALABARZON)  
**Division of Cavite**  
Trece Martires City, Cavite



August 02, 2017

**DIVISION MEMORANDUM**  
NO. 228, s. 2017

**ECOLOGICAL SOLID WASTE MANAGEMENT AND SEGREGATION**

To: OIC, Schools Division Superintendent  
Chief, Curriculum and Implementation Division  
OIC Chief, Schools Governance and Operation Division  
All Education Program Supervisors  
All Schools Division Office Personnel  
All Concerned

1. With the end in view of strict compliance to 7Ss in the workplace, this Office intends to improve its solid waste management system with primary emphasis to solid waste minimization.
2. The critical processes in this Solid Waste Management system include composting, recycling, reusing and segregation in accordance with ecologically sustainable development principles.
3. All SDO employees and offices are hereby directed to implement and observe the proper disposal of waste through this segregation mechanism:

Biodegradable (Nabubulok)  
Non-Biodegradable (Di-Nabubulok)  
Recyclable/Reusable  
Waste Papers

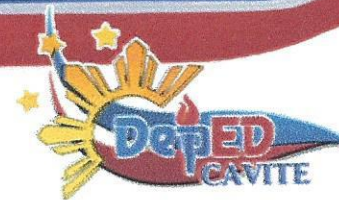
- Yellow Trash Bin  
- Red Trash Bin  
- Blue Trash Bin  
-Storage Box on designated areas inside the office

4. In addition, all personnel must follow these guidelines:


- a. Equipment/fixtures issued by the Property and Supply unit shall be returned and disposed in accordance to Disposal Procedure.
- b. QMS related documents and Records under DO #133 S2016 shall be surrendered to Division Document Custodian and disposed in accordance to the Control of Records Procedure (DOC-QMS-PR-002).
- c. Finance related documents with confidential information shall be shredded by the concerned unit.
- d. Biodegradable waste shall be disposed in the compost pit.
- e. Non-biodegradable waste shall be collected by the Cavite Provincial Government Environment and Natural Resources Office on scheduled date.
- f. Recyclable waste materials and papers must be placed on designated areas.



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5. Strictly no crumpling of paper is allowed. All used papers must be disposed properly.
6. The utility worker in-charge shall collect the recyclable waste materials and papers from designated areas every Friday. The collected waste materials shall be weighed and recorded and sold to the accredited junkshop. All proceeds must be remitted to the Cashier for safekeeping and recording.
7. Proceeds from waste materials sold will be utilized for incidental expenses, snacks, and other eligible expenditures related to the Solid Waste Management program.
8. Immediate dissemination of and strict compliance of this Memorandum is directed.

  
**CHERRYLOU D. DE MESA**  
OIC-Schools Division Superintendent 